



YWCA Olympia BUILDING USE POLICY

Welcome to the Kearney House, the home of the YWCA Olympia since 1948. It is our pleasure to share this beautiful historic home and its rich history with community groups that share our mission to empower women and eliminate racism. To help keep the home welcoming and open, we offer these following policies:

GUIDELINES

The responsible party will be required to sign a Building Use Contract agreeing to the following:

- Any group using the building is expected to return the used area to an “as found” condition. A custodial fee of \$25-\$100 will be imposed if cleanup is required. A deposit of \$25-\$100 is required to ensure compliance with clean up policy.
- Any damage will be the responsibility of the user.
- User will submit an Incident Report (attached) to YWCA Olympia immediately for any incidents/accidents.
- There is no smoking in the building.
- The serving of food is permitted, but not the preparation of food. No red colored beverages (punch, wine, etc) are permitted in the Zonta Room.
- Certificates of Insurance coverage in amounts acceptable to YWCA Olympia may be required and/or the signing of a waiver holding the YWCA harmless from any claims for harm or injury on the premises.
- Failure to comply with these guidelines may result in canceling further use of the building by any group or individual.
- If needed, a key for entry after hours may be picked up during office hours up to a business day before the event. (Office hours are M – TH from 9:00 AM – 5:00 PM.) The key must be returned the first business day following the event. The responsible party will be briefed on the alarm code, and how to activate the alarm.

FEE SCHEDULE

Applicable fees are payable one week in advance and are non-refundable.

- \$25 per hour for the Zonta Room
- \$50 per hour for Kathleen’s Clubhouse (Basement rooms)
- \$15 flat rate for kitchen use

A \$25-\$100 deposit is required to insure compliance with clean up policy. Deposit will be refunded provided all use regulations have been met. Arrangements for usage must be scheduled at least two weeks in advance by calling YWCA at 360.352.0593 or ywca@ywcaofolympia.org. **You will be scheduled on an “as available basis.”**

CHECKLIST FOR CLOSING YWCA OF OLYMPIA

1. Please leave things looking as good or better than you found them when you arrived.
2. Broom/dustpan and basic cleaning supplies can be found in the storeroom by the back door and under the sink in the kitchen.
3. Please clean up and remove all waste after use. If the bin is full, the garbage cans are in the back of the house at the alley.
4. Check the fireplace, make sure it is turned off. Turn down the heat to 65 degrees. Turn OFF the heat in Kathleen's Clubhouse.
5. Sweep or vacuum floor if you dirtied them.
6. Return all chairs and tables to their original location.
7. See that restroom is tidy and garbage emptied.
8. Lock back door with deadbolt.
9. Turn off lights, except for kitchen hall way light
10. Lock front door as directed.
11. Return key and this Closing Checklist to the YWCA.
12. Receive refund of key/cleaning deposit at that time.

YWCA OLYMPIA-BUILDING USE CONTRACT

I have read and agreed to the attached Building Use Policy and have received a copy of the Checklist for Closing.

Printed Name of Responsible Party_____

Group Name_____

Signature of Responsible Party_____ Date _____

Address

Phone Number/s _____ daytime_____ evening

Date(s) of Function_____

Time of Function_____

Type of Activity_____

Fees

_____ For Use of building Paid _____ Date _____

_____ For key/cleaning deposit Paid _____ Date _____

_____ Deposit refunded Paid _____ Date _____ *(End of program)*

The key and completed Closing Checklist must be returned to receive refund.



YWCA Olympia INCIDENT REPORT FORM

Date: _____

Site: Kearney House / Other Bank

School: _____

Other _____

Staff/User Reporting: _____

Parties Involved: _____

Witnesses: _____

Explanation of Incident *(Continue on separate piece of paper if needed)*

Signature: _____

For Administration Use Only

Kearney House File(s) Authorities

Outside Organization (Insurance, etc.)